



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 4, 2015

Brittni Nelles  
11 Birchwood Ct  
Davenport, IA 52804

Dear Brittni Nelles,

This letter is in regards to the 5/01/15 compliance check of your Level A, Registered Child Development Home. Becky Kalar accompanied me on this visit. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Emergency numbers need to be posted, outdoors-grill, remove axe and pick up rocks, emergency plans need to be posted, fire extinguisher needs to have sign on cabinet door, no smoking sign for back door, pet record, health related policies need to be written out***

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

***Need to complete and post form***

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***Need to complete and post form***

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

***Grill needs covered, axe in the yard, still some foundation rock***

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***Need to have and post***

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

***Need to have and post***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***Need sign for cabinet door or move to counter***

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

***Need for the back door***

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

***Need to get Pet Health Examination Veterinary Health Certificate completed***

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

***Need***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Need to renew- expired 4/2015***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Need 24 hours plus 8 hours by 12/2016***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***L.T, L.R-sign and date, D.C and A.C- update***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***L.T, L.R-sign and date, D.C and A.C- update***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***L.T, D.C, A.C***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***L.T, L.R, N.M, D.C, A.C***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***L.T, D.C and A.C- update***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***L.T, D.C, A.C, N.M-not signed or dated***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

***L.T, N.M, D.C, A.C***

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

***Need one for every file***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations BY 6/18/15.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. **This visit will occur on or after 6/15/15. On this date, you also indicated that you were thinking of going nonregistered. If you decide on this option, please contact either myself or Becky.**

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

*Kathy Huinker*

Kathy Huinker  
Social Worker II

***MACHELLE PEZLEY***

Social Worker Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).